

**Massachusetts Board of Registration in Embalming and Funeral Directing
Public Session Minutes
Meeting of 5/9/17**

Held at
1000 Washington Street, Boston, MA, 02118
At 10:00 a.m.
Room 1D

Board Members Present:

Patrick Driscoll
Thomas O'Donnell
Paul Phaneuf
Peter Stefan
Carolyn Lindsay

Staff Members Present:

Michael Hawley, Executive Director
Charles Kilb, Board Counsel
Robert Williams, Investigator
Christopher Carroll, Chief Investigator

Members of the Public Present:

Jeff Davis
Pamela Lobo
Joseph Costa
Faith Hallett
Richard Sweeney III
Richard Sweeney Jr.
Gerard Benoit
Kevin Culloo
Megan Moony
Amy Feinberg
Robert Stockwell
Richard D. MacKinnon Sr.
John Barry

Christopher Luciano
Katherine Souther
Karalyn Rodrigues
James R. Smith
Leo R. Dube Jr.
Richard Lanrin
Barry Gannon
Scott Brown
D. Barry Carredan
Joseph Szulewski III
Stephan L. Richmond
Debra Barry
John Reen

Call to Order

Mr. O'Donnell called the meeting to order at 10:00 a.m. Board staff reviewed building evacuation procedures and noted the location of restrooms.

Review of Minutes

The Board discussed approving staff prepared minutes of the meeting held on April 11th, 2017.

Mr. Stefan moved to accept staff prepared minutes of the meeting held on April 11th, 2017. Mr. Phaneuf Seconded the motion. Motion passed unanimously.

Report from Executive Director Michael Hawley

Executive Director Hawley noted that efforts are under way to hire a new Associate Executive Director.

Report from Legal Counsel, Charles Kilb

Legal Counsel reported to the Board that James Mooney has accepted the Board's offer of future registration in exchange for entering a consent agreement with the Board's terms, including agreeing to adhere to all regulations. No further Board action is necessary.

Report from Christopher Carroll, Chief Investigator

No report.

Continuing Education Provider Applications:

The Board reviewed the following applications:

Massachusetts Funeral Directors Association

- 2017 MFDA Blueprint for the Future Panel Discussion
- 2017 MFDA OSHA Training
- Get the Job Done: A review of Important Funeral Service Operation Issues

New Jersey Funeral

- Continuum of Care: Is Your Funeral Home Outside the Circle of Trust
- Don't Blame Cremation for Ruining Your Business
- Bringing Leads into Your Sales Pipeline
- Got Ethics: I've Just Been Dying to Tell You
- Five Free Ways to Supercharge Your Website
- Facial Restoration and Restorative Techniques-Tips and techniques for Typical Daily Challenges
- The Future of Your Funeral Home: Preparing for Transition
- Embalming: Mediocre to Dynamic in 60 Minutes
- How to Drive Leads on Social Media, It's Not Just 'Good Will' Marketing
- Stepping Out of the Shadows: The Benefits of Telling Your Story
- Now You See It, Now You Don't: Traditions in Transition

Funeral CE

- Final Expense Insurance

NFDA

- NFDA Webinar: 5 Keys to Cremation Success
- NFDA Webinar: Should I Buy or Should I Sell?
- NFDA Webinar: RSVP I'LL See You at My Living Funeral
- NFDA Webinar: Ten (fairly) Easy Steps to OSHA Compliance

Mr. Driscoll moved to accept the continuing education course presented. The motion was seconded by Ms. Lindsay. The motion passed unanimously.

Executive Session [Closed Session pursuant to M.G.L. c. 30A, §21; M.G.L. c. 4, §7 (Twenty-sixth)(l); and M.G.L. c. 66A, §§1 to 3]

At 11:00 Mr. Phaneuf moved to go into executive session [*Closed Session pursuant to M.G.L. c. 30A, §21; M.G.L. c. 4, §7 (Twenty-sixth)(l); and M.G.L. c. 66A, §§1 to 3*] to consider the character, rather than competence of an applicant and to review exam questions from the Board's licensure examination. Mr. Stefan seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Stefan: "Yes", Mr. O'Donnell: "Yes", Mr. Driscoll: "Yes" and Ms. Lindsay: "Yes" .

Mr. O'Donnell estimated that the open meeting would resume at 12:00 p.m.

After the closed session, the open meeting resumed.

See separate minutes.

During the closed session the Board voted to take the following action:

- **Approve the licensure application of EF**

At 12:10 p.m. Mr. O'Donnell announced that the Board would adjourn for lunch. He stated that the Board would return at approximately 1:00 p.m.

Lunch Break

At 1:00 p.m. the public session resumed.

Application Review:

Type-3 applicants - Review and vote on applications

The Board met with the following Type-3 applicants:

- Megan Mooney
- Richard Sweeney III
- Robert Stockwell IV
- Richard MacKinnon Sr.
- Kevin Culloo

Mr. Stefan moved to approve the above candidates for licensure. Ms. Lindsay seconded. The motion passed unanimously.

Initial Type-6 applicants - Review and vote on applications

The Board met with the following initial Type-6 applicants:

- Karalyn Rodrigues
- John Barry Jr.
- Kevin Culloo
- Katherine Souther

Mr. Phaneuf moved to approve the above candidates for licensure. Mr. Driscoll seconded. The motion passed unanimously.

Downgrade Type-6 applicants - Review and vote on applications

The Board met with the following downgrade Type-6 applicants:

- Joseph Szulewski

Mr. Phaneuf moved to approve the above candidates for licensure. Mr. Driscoll seconded. The motion passed unanimously.

Apprentice – Review and vote on application

The Board met with the following Funeral Apprentice applicant:

- Joseph Costa

Mr. Phaneuf moved to approve the above candidates for licensure. Mr. Driscoll seconded. The motion passed unanimously.

Funeral Assistants, First Time - Review and vote on applications

The Board met with the following Funeral Assistant applicants:

- James Smith

- Gerard Benoit
- Barry Gannon

Mr. Phaneuf moved to approve the above candidates for licensure. Mr. Driscoll seconded. The motion passed unanimously.

Antonio Matarese did not appear at the meeting. His application will be considered at a future Board meeting.

Funeral Assistant (Transition from Apprentice)- Review and vote on application

The Board met with the following Funeral Assistant applicant:

- Stephen Richmond

Mr. O'Donnell discussed the responsibility of the funeral establishment to prepare apprentices for licensure as embalmers and funeral directors.

Mr. Phaneuf moved to approve the above candidates for licensure. Mr. Driscoll seconded. The motion passed unanimously.

Apprenticeship Extensions

- Daniel Casali

Mr. Casali's apprenticeship started in 2004 and has been allowed to lapse. The regulations require that the apprenticeship period not exceed six years. However the board has determined that apprentices whose length of apprenticeship has exceeded this time period may be considered only if the apprentice is currently enrolled in an approved mortuary school. Mr. Casali is enrolled at Fine Mortuary College.

Mr. Phaneuf moved to approve Mr. Casali to continue with the reinstatement process. Ms. Lindsay seconded. The motion passed unanimously.

- Pamela Lobo

Ms. Lobo's apprenticeship will reach the end of its final year in October of 2017. Ms. Lobo has been unable to pass the national examinations and seeks permission from the Board to continue her apprenticeship after the end of the six year limit. However the Board has determined that apprentices whose length of apprenticeship has exceeded this time period may be considered only if the apprentice is currently enrolled in an approved mortuary school. Ms. Lobo has completed her required two year degree and is generally not eligible to have her apprenticeship extended. The Board members advised Ms. Lobo that, since she can still utilize her apprentice registration for more than six months, she should conduct additional exam preparation and seek accommodations, if they are warranted. By unanimous consent, the Board members declined to act on her request.

Funeral Establishment Certificate Application

The Board met with Richard MacKinnon, Sr. and Robert Stockwell IV who are seeking an establishment certificate for the Copeland MacKinnon Funeral Home located at 38 Center Street, Easton. All application materials were in order except that changes must be made to the preneed notification letter and the stock distribution was not correct.

Ms. Lindsay moved to grant Copeland MacKinnon Funeral Home an establishment certificate once the necessary changes have been made and approved by staff. Seconded by Mr. Driscoll. Motion passed unanimously.

Wall Certificates

The Board signed Wall Certificates for the following individuals:

- Justin Souza
- John William Congdon
- Jennifer Hale

Executive Session [Closed Session pursuant to M.G.L. c. 30A, §21; M.G.L. c. 4, §7 (Twenty-sixth)(l); and M.G.L. c. 66A, §§1 to 3]

At 2:01 p.m. Mr. Driscoll moved to go into executive session [*Closed Session pursuant to M.G.L. c. 30A, §21; M.G.L. c. 4, §7 (Twenty-sixth)(l); and M.G.L. c. 66A, §§1 to 3*] to continue the review of exam questions from the Board's licensure examination. Ms. Lindsat seconded the motion. Motion passed by a roll call vote: Mr. Phaneuf: "Yes", Mr. Stefan: "Yes", Mr. O'Donnell: "Yes", Mr. Driscoll: "Yes" and Ms. Lindsay: "Yes" .

At the end of the closed session, the open meeting resumed.

See separate minutes

Adjournment

At 3:30 p.m. Mr. Driscoll moved to adjourn the meeting. Mr. Phaneuf seconded the motion. **Motion passed unanimously.**

List of Documents used at the meeting:

1. Agenda
2. Minutes from previous meeting(s) where applicable
3. Applications for personal registration
4. Establishment certificate application

5. Wall Certificates
6. Continuing education provider applications

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Hawley". The signature is fluid and cursive, with a large initial "M" and a stylized "H".

Michael Hawley
Executive Director